



# PORTLAND VA MEDICAL CENTER

*Portland, Oregon Division  
Vancouver, Washington Division  
Community Based Outpatient Clinics  
Salem, OR Bend, OR  
Longview, WA Camp Rilea (Warrenton, OR)*



## NOTICE OF VACANCY

1. <u>Announcement Number</u>  <b>MP-06-501-LS</b>	2. <u>Title, Series, Grade, Salary</u>  <b>Budget Analyst (#1389) GS-560-9 \$44,726 to \$58,149 per annum</b>	3. <u>Tour of Duty</u>  <b>Days M-F</b>	4. <u>Duty Station</u>  <b>Resource Management Division, Portland Division</b>
5. <u>Type &amp; Number of Vacancies</u>  <b>Permanent 1 Full-time position</b>	6. <u>Contact</u>  <b>Human Resources Assistant 503-220-8262 x 57317</b>	7. <u>Opening Date</u>  <b>9-12-06</b>	8. <u>Closing Date</u>  <b>10-2-06</b>

### WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Career or career conditional employees and permanent Title 38 employees of the Portland VA Medical Center eligible under the interchange Agreement. Included are permanent employees of the Willamette National Cemetery, Regional Office, Veterans Outreach Center and Veteran's Canteen.

### MAJOR DUTIES:

Provides financial advice and performs financial work for internal agency operating programs. Examples of such programs include: education, research, operations, or maintenance programs in direct support of the mission of objectives of the facility. Performs budget work for internal operating programs in support of one or more of the phases or systems involved in budget administration including the formulation, presentation or execution of a budget. Performs budget formulation duties involved in the process of preparing detailed analyses and estimates on annual funding needs for one or more future budget years. Provides management officials with procedural and regulatory guidance concerning availability of or limitations on the use of funds.

### **THIS POSITION IS IN THE BARGAINING UNIT**

### QUALIFICATION REQUIREMENTS:

**Eligibility:** U.S. Office of Personnel Management Qualification Standards Handbook for GS-560 series apply and may be reviewed in the Human Resources Management Service office. Regulatory requirements such as "time-in-grade" and "time after competitive appointment" are applicable.

**Specialized Experience:** One year of specialized experience that equipped the applicant with the particular knowledge, skills and abilities (KSA's) to perform successfully the duties of the position and that is typically in or related to the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level.

**Substitution of Education for Specialized Experience:** Education may be substituted for the required specialized experience as follows: **GS-9:** A Master's or equivalent graduate degree or two (2) full years of progressively higher graduate level education, if related to the position. If using education as a substitute for experience, please submit a copy of your college transcripts with application packet.

### BASIS OF RATING: (Knowledge, Skills, Abilities (KSAs))

**On a separate sheet of paper, provide a written, detailed response to each of the KSAs. Failure to respond to rating factors will result in applicant not being referred for the position:**

1. Describe your working knowledge of the agency's automated data processing programs as they relate to the Budget activity: IFCAP, Needs/Excess reports, Automated Allotment Control System, etc.
2. In-depth knowledge of budgetary methods and procedures, accounting principles and theory. This understanding must include, but is not limited to, fund management for salaries, supplies, services, equipment, fee programs, etc.
3. Describe your skills in analyzing various types of data and in presenting a summary report to medical center employees.
4. Ability to analyze historical spending trends and project needs in all fund control points, to provide a basis for suggesting funding levels used in budget planning for future years and in determining whether current requests are appropriate.
5. Skill in dealing effectively with competing assignments and requests for data and analyses with short deadlines: ability to independently set goals, meet schedules, propose and test solutions, and evaluate results.

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## VACANCY ANNOUNCEMENT INFORMATION SHEET

### **CONDITIONS OF EMPLOYMENT:**

Although the duty station is shown in this announcement, it may be necessary to utilize the selected person's services at a different location within the Portland VA Medical Center commuting area if conditions require it in the future

Eligible employees may be non-competitively reassigned to fill this position as an exception to merit promotion.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

It is the policy of the Department of Veterans Affairs that all Federal wage and salary payments are paid to employees by Direct Deposit/Electronic Funds Transfer (DD/EFT).

### **HOW TO APPLY:**

**All application packets must be received in Human Resources by Close of Business (COB) on 10-2-06.**

Application forms may be obtained in Human Resources Office or on our internal website.

<http://vaww.portland.med.va.gov/Departments/CFO/HR/>

*Applications may be mailed to:*

Portland VA Medical Center, P4HRMS

**Attn: MP-06-501-LS**

PO Box 1034

Portland, OR 97207

*Or brought in person to:*

Portland VA Medical Center

3710 SW US Veterans Hospital Rd

Building 16, Room 300

Portland OR 97239

**Portland VAMC employees must submit:**

1. [VAF 4078, Application for Promotion or Reassignment](#)
2. [VAF 4676a, Employee Supplemental Qualifications Statement](#) (due 7 days after close of announcement)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) is optional, but recommended. (due 7 days after close of announcement)
4. MPQ – Merit Promotion Questionnaire is optional but recommended if you have qualifications pertaining to the position applied for but are not in your OPF

### **APPLICANT'S PLEASE NOTE:**

- Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.). Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.
- Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency accordingly.

### **IMPORTANT NOTICE ABOUT APPLICANT'S RESPONSIBILITY:**

- It is the applicant's responsibility to submit documentation to support his/her application for this position. Applicant is responsible for ensuring that all experience, formal training, award recognition, etc. are documented in the application package. Experience may include voluntary or other non-paid experience in the appropriate field. If you feel that your training record contains information pertinent to your qualifications, then you must submit a printed copy of your training record with your application package. Your training record will become part of the specific vacancy file and will not be filed in Official Personnel Folder. Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications.
- **It is the responsibility of the applicant to ensure timely receipt of the application, regardless of the method used for submission. The VA assumes no responsibility for the late delivery of applications (i.e. postal service delays). The Portland VA Medical Center will not accept FAX, or emailed applications or applications in a US government envelope.**